

California Department of Corrections
Financial Information Memo

SUBJECT:	FIM NUMBER:
EXCESS LODGING RATE	2003-10
REFERENCES:	DATE: 10/09/03
Department of Personnel Administration: Rule 599.619	
Personnel Management Liaisons: 2002-018 2002-025 2002-031 2002-045	
Travel Guide: Chapter 4	

DISTRIBUTION

Executive Staff
Regional Parole Administrators
Institutions Division Regional Administrators
Wardens
Health Care Managers
Regional Accounting Office Managers
Regional Accounting Travel Units
Headquarters Accounting Support Service (HASS)
HASS Travel Unit

PURPOSE

This Financial Information Memo (FIM) replaces FIM 2001-04 dated April 13, 2001, clarifies, and standardizes the requirements and process for requesting advance approval for receiving reimbursement for lodging costs in excess of the rate established by Department of Personnel Administration (DPA).

BACKGROUND

Effective November 2, 1999, the statewide lodging rate is \$84 plus tax per day with a receipt in accordance to DPA Rule 599.619. Lodging for Out-of-State & Out-of-Country travel will be reimbursed for the actual expense, supported by a receipt as defined in DPA Rule 599.619 (a).

Effective 2002, employees required to do business and obtain lodging in the counties of Alameda, San Francisco, San Mateo, and Santa Clara, will be reimbursed for actual receipted lodging to a maximum of \$140 plus applicable taxes.

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Employees required to do business and obtain lodging in the counties of Los Angeles and San Diego, will be reimbursed for actual lodging up to \$110 plus applicable taxes.

EXCESS LODGING APPROVALS

The California Department of Corrections (CDC) received delegated authority from the DPA to approve reimbursement of lodging in excess of standard rates for excluded employees and represented employees in Bargaining Units 5, 6, 8, 16 and 19. The DPA must approve reimbursement of lodging in excess of standard rates for employees in all other Bargaining Units. Any approval must be received prior to commencement of the related travel.

DISCUSSION

To obtain approval for reimbursement of lodging, in excess of the standard rates, an employee must submit **prior to travel** an Excess Lodging Rate Request/Approval STD. Form 255C (copy attached). Requests may be mailed or faxed directly to the following address for approval:

Chief, Accounting Management Branch
P. O. Box 187019
Sacramento, CA 95818-7019
Fax (916) 445-2248

The request must be approved, and signed by the employee's supervisor (Department Approval section of form).

Requests must include:

- List of three moderately price establishments contacted (Names, addresses, phone numbers);
- Dates of the contact;
- Employee status (represented/excluded);
- Justification for above-maximum lodging; and
- Results of contacts

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The staff assigned to review these requests will compare submitted documentation with available lodging in the area to which the employee will be traveling, using the American Express California Government Travel Guide. Those requests that must be approved by DPA will be forwarded by Accounting Management Branch after departmental review and approval.

The traveler must attach the **approved STD. 255C** to the Travel Expense Claim, or to the Expense Reimbursement transmittal sheet (if using CalATERS), along with all other required receipts, when submitting a travel expense claim to the Accounting Office. Lodging costs above the standard rate cannot be reimbursed without the proper prior approval.

ACTION REQUIRED

Please provide traveling employees a copy of this FIM for use in submitting requests for approval of lodging costs in excess of standard rates. This FIM is also available on the CDC Intranet site, within the ASD area.

In addition, please make traveling employees aware of California lodging information available through the World Wide Web at www.travelcsg.com. This site provides the American Express California Government Travel Guide, which is also available in pamphlet form through American Express. This source may help employees avoid the need to incur excess lodging costs, thus making more efficient use of department resources, by identifying reasonably priced accommodations in the areas to which they are traveling.

If you have further questions regarding this FIM, please contact William B. Dougherty, Chief, Accounting Management Branch at (916) 324-6525 or CALNET 454-6525.

WENDY STILL
Deputy Director,
Financial Services Division

Attachment

cc: Associate Wardens, Business Services
Regional Accounting Administrators
William B. Dougherty, Accounting Management Branch
Paul Thatcher, Accounting Policies and Procedures Section

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